

**Employee Development Committee Meeting
March 29-30, 2000
National Training Center
Denver, Colorado**

Minutes

The Employee Development Committee met at the National Training Center March 29-30, 2000. The meeting opened at 8:20 a.m. with the following committee members and guests in attendance:

NAME	TITLE	LOCATION	EDC STATUS
Bob Boulger	Hydo Tech Data Chief	Grand Junction, Colorado	Member
Betsy Daniel	Hydrologist	Denver, Colorado	Permanent Support
Nancy Driver	Hydrologist	Denver, Colorado	Member
Ward Freeman	Associate District Chief	Troy, New York	Temporary Support
Cynthia Harris	Training Specialist	Denver, Colorado	Executive Secretary
Dianne Jeffries	Employee Development Program Manager	Denver, Colorado	Member
Norman Schmidt	Chief, Branch of Human Resources Management	Reston, Virginia	Permanent Support
Samuel Martinez	Computer Specialist	Denver, Colorado	Member
Karen Miller	Administrative Officer	Portland, Oregon	Member
James Nicholas	District Chief	Lansing, Michigan	Member
Russel Smith	Chief National Training Center	Denver, Colorado	Non-Voting Member
James Stark	Supv. Hydrologist (NAWQA)	Mounds View, Minnesota	Member
Kenneth Stollenwerk	Hydrologist (Research)	Denver, Colorado	Member

SPECIAL GUESTS

NAME	LOCATION	OFFICE
Jeffrey Armbruster	Reston, Virginia	Director
Sandra Bruner	Reston, Virginia	National Mapping Division
Pamela Marsters	Reston, Virginia	Geologic Division
Phadrea Ponds	Fort Collins, Colorado	Biological Resources Division
Alan Ward	Denver, Colorado	National Mapping Division

Chairman Stollenwerk welcomed everyone to the meeting. A special welcome was given to representatives of NMD, GD, BRD and the Directors Office. The meeting opened with all in attendance introducing themselves. The remainder of the meeting was used for information sharing and brainstorming on employee development.

Action Items

- 1st quarter minutes were approved to be placed on the NTC web site
- Employee Development Officers Workshop is scheduled for October 2000 to be held in Denver, Colorado
- Employee Development Needs Assessment Focus Groups – will be accomplished via e-mail
- Human Resource Management Committee Training Focus Day – June 2000 to be held in Reston, Virginia
- District Guidance for District Employee Development Plan
- Orientation module 3 will be completed within the next 2 months
- Coordinator questionnaire

Employee Development 2000 Projects “prioritized”

- Cyber Seminar
- Web Based Training Partnerships
- Orientation Module III
- Employee Development Officers Workshop
- Web Based Training – Field Methods
- Graduate School Program
- Instructor Training
- Employee Development Committee Expansion (EDC)
- Employee Development Needs Assessment (EDNA)
- District Employee Development Program (DEDP) Monitoring
- Instructor/Coordinator Awards

- Bureau Supervisory Training
- Partnerships (NCTC)
- Web Site
- NTC Course Accreditation
- Learning Portals

The next Employee Development Committee meeting will be held June 6-7, 2000 in Reston, Virginia. The meeting adjourned at 4:17 p.m. Thursday March 30, 2000.